

Forms Content Management Program

Electronic OER & NCOER

Background

- **WHO:** FCMP is an Army Business Initiative Council (ABIC) approved effort
- **WHAT:** A total system solution that provides electronic forms, electronic signatures, workflow and reporting capabilities to the Army Enterprise
- **WHEN:** Now
- **WHERE:** Behind AKO (easy, accessible)
- **WHY:** To empower Army users at all levels (MACOMS, units, and individuals)
 - ✓ eliminate the development of stovepipe systems Army-wide reducing development and sustaining costs
 - ✓ Build infrastructure once – use it for all forms applications

Saves time, people, and money

Forms Content Management Program (FCMP)

In a nutshell -

- Army program to upgrade the way we complete and process all forms.
- For a deployed Army, all components.
- Forms page behind AKO, electronic signatures, easy routing capability between users, automatic fill of admin information, regulatory logic imbedded in forms.
- User friendly.
- Army Publishing Directorate program with military evals as the 1st fully functional forms.

Military Evaluations: Bottom Line Impacts

Electronic evaluations:

- Ends evaluations work in PSBs (supports PSDR)
- Improves content / reduces administrative errors
- Reduces, or eliminates, overnight mailing costs
- Eliminates need to drive evaluations between FOB
- Make counseling administratively worth the time
- Eliminates interim and legacy systems (Dig Sender, by email, OERSE)

Evaluation impacts mirrored with every subsequent form

- DA Form 638 ...



U.S. ARMY



ENCLOSURES

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CLOSE

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NEXT >>

PureEdge Viewer replaces FormFlow Forms Software

NCO EVALUATION REPORT										SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX C.	
For use of this form, see AR 623-205; the proponent is DCS, G-1											
PART I - ADMINISTRATIVE DATA											
a. NAME (Last, First, Middle Initial) DAILEY, PETER RICHARD				b. SSN 111-11-1111		c. RANK MSG (1SG)		d. DATE OF RANK 20030619		e. PMOSC 79T	
f. UNIT RECRUITING RETENTIONS SCHOOL				ORG. STATION FT JACKSON SC 97: TRADOC				g. REASON FOR SUBMISSION 02:Annual			
h. PERIOD COVERED FROM		THRU		i. RATED MONTHS		j. NON-RATED CODES		k. NO. OF ENCL		l. RATED NCO'S AKA EMAIL ADDRESS	
Year Month Day		Year Month Day				E,,,		0		Recommend you use a .gov or .mil peter.dailey@eim-usa.com	
20040331		20050330		10						m. UIC W77740	
										n. CMD CODE MD	
										o. PSB CODE FS04	
PART II - AUTHENTICATION											
a. NAME OF RATER (Last, First, Middle Initial) BURNS, ROBERT A.				SSN 222-22-2222		SIGNATURE 				DATE AUTOMATIC	
RANK SFC		PMOSC/BRANCH 95B30		ORGANIZATION Org Unit		DUTY ASSIGNMENT Platoon Sergeant		RATER'S AKA EMAIL ADDRESS (recommend a .gov or .mil) robert.burns@us.army.mil			
b. NAME OF SENIOR RATER (Last, First, Middle Initial) SUMMERS, DONNA B.				SSN 333-33-3333		SIGNATURE 				DATE AUTOMATIC	
RANK 1LT		PMOSC/BRANCH 31A		ORGANIZATION Org Unit		DUTY ASSIGNMENT Platoon Leader		SENIOR RATER'S AKA EMAIL ADDRESS (.gov or .mil) donna.summers@us.army.mil			
c. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IV are correct. I have seen the report completed through Part V, except Parts IId and IIe. I am aware of the appeals process of AR 623-205.						SIGNATURE 				DATE AUTOMATIC	
d. NAME OF REVIEWER (Last, First, Middle Initial) USTINOV, PETER C.				SSN 444-44-4444		SIGNATURE 				DATE AUTOMATIC	
RANK CPT		PMOSC/BRANCH 31A		ORGANIZATION Org Unit		DUTY ASSIGNMENT Company Command		REVIEWER'S AKA EMAIL ADDRESS (.gov or .mil) peter.ustinov@us.army.mil			
e. <input type="checkbox"/> CONCUR WITH RATER AND SENIOR RATER EVALUATIONS <input type="checkbox"/> NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)											
PART III - DUTY DESCRIPTION (Rater)											
a. PRINCIPAL DUTY TITLE						b. DUTY MOSC					
c. DAILY DUTIES AND SCORE (To include, as appropriate, people, equipment, facilities and dollars)											

Silanis Approve-it Software provides electronic signature capability

Evaluation Specifics

- Kept NCOER counseling philosophy, redesigned form and process.
 - Increased admin information.
 - 2 forms into NCOER Counseling and Support Form – redesigned, content similar.
 - Included SR in process (review/initial).
 - Instructions into DA PAM and wizard format.
- Moved rated NCO signing to last.
 - Item: NCO sends report, once signed, to SR.
 - Item: SR and Cdr (with tools in system to assist) responsible for submission of reports.

Evaluation Specifics (continued)

- Took PSB out of processing in regulation.
 - Removed PSB initials on form.
 - Left CMD and PSB codes on forms for transition period tracking.
- OER / NCOER Administrative Information:
 - Added blocks for individual's email address.
 - Added block for UIC (and status code)
 - Aligned report “reason for submission” codes between NCOER and OER.
 - NCOER: changed dates to reflect date (20040115) instead of Month, Year (2004 01).

What Else is Needed?

- Rating Schemes:
 - Too hard right now to incorporate into process.
 - Expect this to be a clear desire from the field.
 - Clearer picture of options once users start.
- Academic Evaluation Reports (AER):
 - REC: Take AER from evaluation history.
 - Accommodate G-1 work with AER and ATRRS.
- Your ideas?

Bde S1	I'm a Bde S-1. How do I keep track of these reports in an electronic world?	You will have a tracking section on the My Forms Page. Once you touch a document you will be able to see where it is and who has it (even once it is passed your "inbox"). But you don't even have to "touch" a document. Someone can send you an "FYI" copy while forwarding the original to another user and this evaluation will show up in your tracking section. That way, you can continue to monitor the progress (and actually look at the document) but don't have to waste other users' time by receiving, reviewing, and sending it on the "old fashioned" way.
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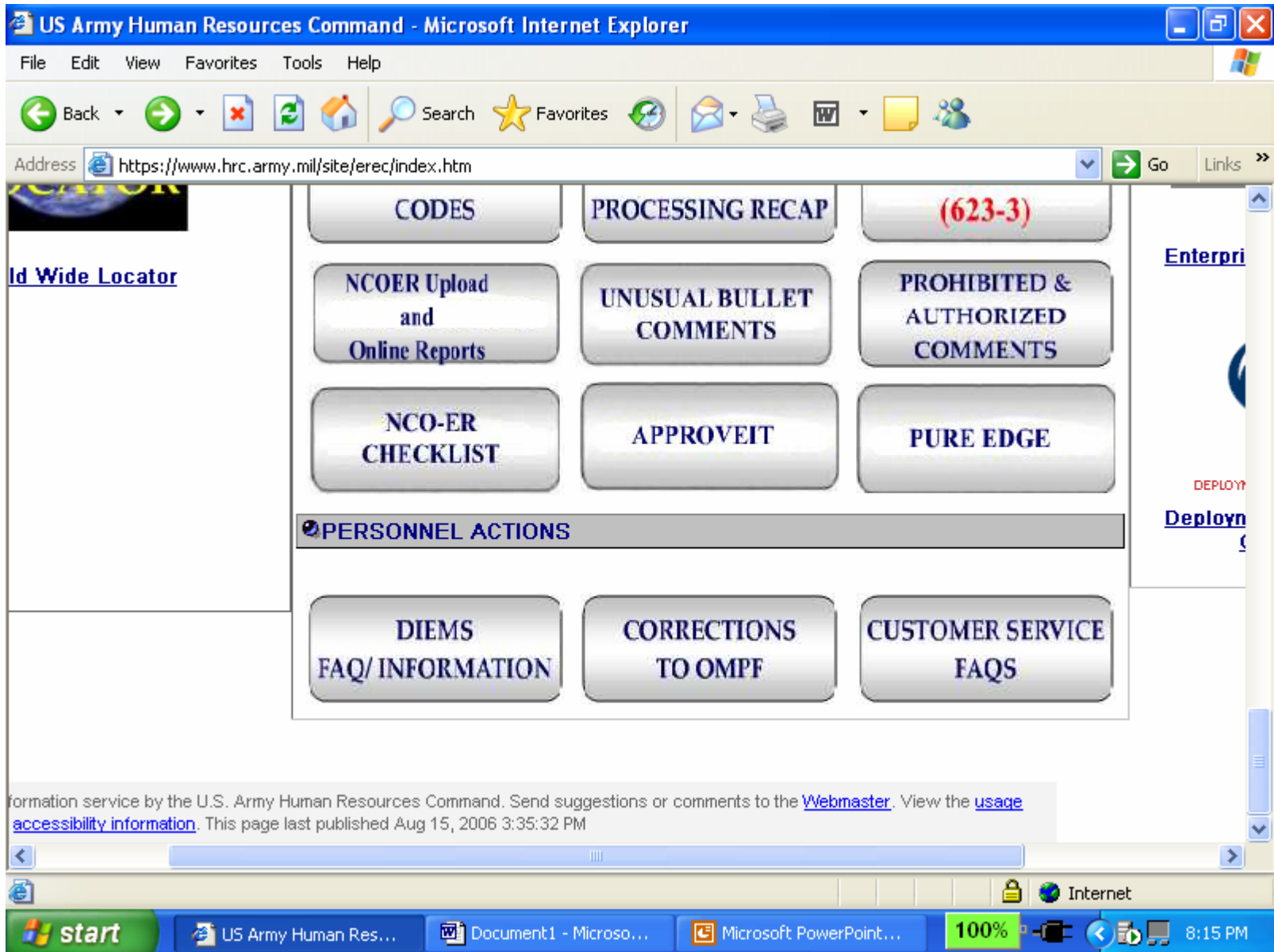
Bde	I'm a Bde S-1.	No. This system does not do
S1	Does this do everything for me? Does it check for all evaluation rules?	everything for you. Nor does it do everything for each rating official. We have added many edits, help tools, and checks to make sure the evaluations are completed in a manner complicit with regulation and good assessments. However, leadership still prevails to prevent the user errors and deliberate bypassing of some policy.

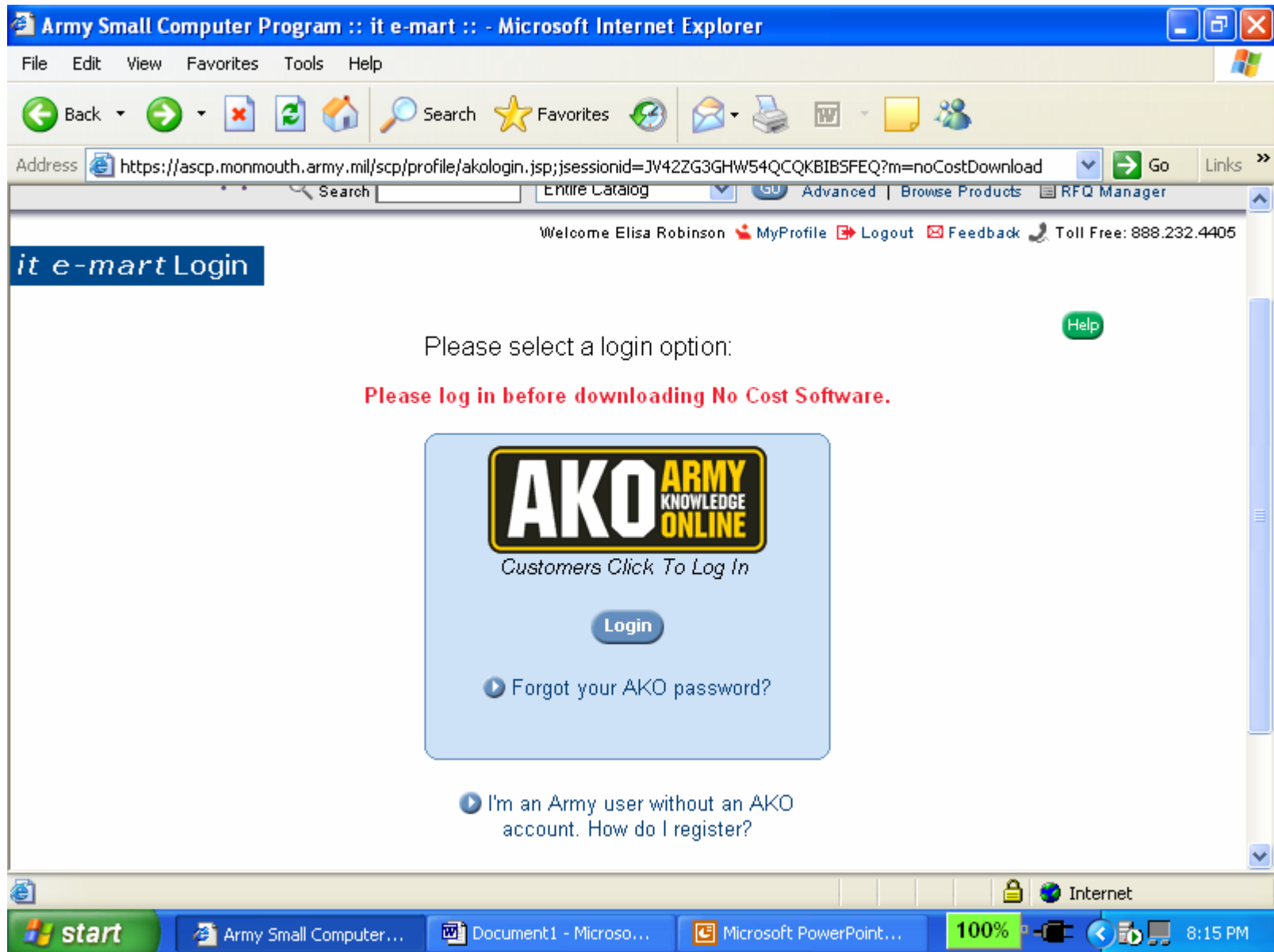
Bde S1	I'm a Bde S-1. How do I keep rating officials from submitting reports before I've checked them.	Your unit SOP for submission of reports. There is no automatic check in the My Forms page that restricts submission of a report to an S-1. We cannot limit such an item at the Army level without causing problems for many units. Therefore, we do limit that the form provides warnings that all blocks and signatures must be completed before submission. Also, the tracking section will note submission of a report for anyone who has the report in their tracking session. The commander (senior rater) responsible for submitting reports can determine who and how the reports get submitted.
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How are you going to return these reports?

The appropriate HQDA who receives a report will execute a quick review of the report looking for errors. The report will be returned to the sender (with any noted errors) for correction. It will not be considered "received at HQDA" until it is received error free. Should an error be detected after the report is received at HQDA it will returned to the Senior Rater through FCMP.





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No Cost Software

Forms Management Software

- Welcome
- Frequently Asked Questions
- Adobe Capture Software (FormFlow)
- PureEdge Viewer Software
- Silanis Approvett Software
- Managed/No Cost Software

PureEdge Viewer

Overview: As part of the Forms Content Management Program (FCMP), the [Army Publishing Directorate \(APD\)](#) has selected the PureEdge Viewer as a replacement for FormFlow Filler and as the new Army standard for electronic forms software. FCMP provides the Army with an enterprise-wide license for the PureEdge Viewer 6.5. This agreement covers all Active Army (military, civilian and contractors), Army Reserves, Army National Guard Bureau, and any Government or civilian users conducting official Army business. FormFlow Filler will continue to be available to users until such time as the inventory of Army forms has been converted to the new PureEdge format.

The entire forms library (which can currently be accessed today on the [APD website](#), and the [AKO](#) and [Army Home Pages](#)) is being converted to PureEdge and the converted forms

- Download Software
- FAQs
- Technical Support
- About PureEdge

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No Cost Software

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- Silanis Approvelt Software
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Silanis Approvelt

Overview: The Army Publishing Directorate (APD) has purchased an Army-wide Enterprise license for electronic signature software, Approvelt. The Army-wide enterprise license is now in place, so if you are already using the Approvelt software, you may expand the usage even if you previously had a limited number of licenses. The latest version is now downloadable via the link at right and will also be fielded on the Army Golden Master CD.

[Download Software](#)
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[About Approvelt](#)

About Silanis Approvelt

Approvelt Desktop 5.7.2 (ADT 5.7.2) enables users to approve, verify and securely print

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- **Welcome**
- **Frequently Asked Questions**
- **Adobe Capture Software**
(FormFlow)
- **PureEdge Viewer Software**
- **Silanis Approveit Software**
- **Managed/No Cost Software**

Related Links

-  [APD Forms Program](#)
-  [DoD Forms Program](#)
-  [DoD Antivirus Software](#)

Click on the link below to begin downloading the software. Be patient during the download process, as due to the large file sizes and our website operating in secure mode (https), these downloads can take a long time.

You must have Administrative Privileges on your PC to install this software.

Name	Version	File Size	Comments
 Silanis Approveit Desktop Software	5.7.2	30 MB	Silanis Approveit Desktop Digital Signature Software.
 Silanis Approveit for Office Manual	5.7.1	1.9 MB	Silanis Approveit for Office Version 5.7.1 Users Manual. Adobe Acrobat format.
 Approveit Network Installation Guide	5.7.1	346 KB	Silanis Approveit Desktop 5.7.1 Network Installation and Deployment. Adobe Acrobat format.
 Approveit Desktop Release Notes	5.7.2	30 KB	Silanis Approveit Desktop 5.7.2 Release Notes. Adobe Acrobat format.

 [Need Technical Support?](#)



Questions

See the Evaluation Systems Office web page for points of contact.